



## *Office of the State Fire Marshal*

### *Division of Petroleum & Chemical Safety*

May 6, 2013

To: All Active OSFM Licensed Contractors  
From: Petroleum & Chemical Safety (P&CS), OSFM  
Re: Scheduling UST Work On-Line

Over the last several years, P&CS staff have been working toward streamlining operations in our Division, particularly by initiating automatic information updates across different processes. By having information entered electronically we have eliminated stacks of paper reports and the hours it took to sort and file them manually. Reports from our inspectors in the field are filed electronically now, and the information is almost immediately available to all P&CS personnel once the report is submitted, via our database and its associated applications. Information that is still mailed in to our office is also available in the same way, but only after it is entered by office staff. Part of that process is efficient – but the other part is not.

Shelly Bradley has been working for months with a programmer to correct that last deficiency, and they are close to having a new software application ready for contractors to access on-line. The first stage being implemented will cover scheduling jobs with permits, as well as requesting Emergency Repair Permits on-line. By accessing different data fields, coordinating requests with inspectors' availability will be done automatically, with the information sent electronically to all parties who need to know it. Scheduling testing jobs on-line will be done at a later date, so for now there will be no change in scheduling any of the required testing.

Prior to initiating these processes, however, contractors will need to establish access to the on-line portal they will be using to contact P&CS. This will be set up along lines commonly used in other venues for establishing on-line access and will include:

- A log-in page for you to start at on our website.
- Instructions on how to set up access, with a temporary user ID and Password supplied by P&CS. You will be required to change the Password, but you will have the option to either keep the ID or change it once you access the site and establish your account.
- A requirement for each contractor to provide an email account or accounts to use in accessing this process, to be controlled by the contractor.

Look for detailed instructions to follow this notification soon. As we move to establish this new process, we will assist you with your questions and problems as they arise.

Fred M. Schneller  
Division Manager  
Petroleum & Chemical Safety, OSFM